

fact sheet: conferencing

Web RSVP

Designed to streamline the planning and coordination of meetings, Web RSVP from Verizon Conferencing offers a high level of convenience and productivity.

Web RSVP is an Internet-based registration tool that allows conference leaders to collect and view participant information online. Individuals invited to your meeting simply log onto a web page to confirm their attendance. Their responses are stored in a centralized web mailbox, which simplifies the task of collecting and compiling them. Web RSVP also allows you to set up multiple web mailboxes for multiple events.

Retrieve Responses From Anywhere, Anytime

By enabling you to retrieve participant information from anywhere at anytime via the Internet, Web RSVP not only makes you more productive, but gives you the confidence that important registration information is never lost or left waiting. Participants may log into the Web RSVP from the time of reservation through the call date. Conference leaders can continue to run reports for 30 days after the call.

Benefits That Make a Difference

- Collect and view participant information online
- Query participants with survey-style questions
- Obtain instant list availability after participants RSVP
- Generate and maintain your own reports
- Access 24 hours a day, 7 days a week
- Manage overbooking charges
- Send reminder or customized messages to participants who RSVP
- Identify participants who actually attended your *Attended* audio call
- Follow-up with invitees who did not attend the call.

Ideal for All Types of Businesses

Suited for different types of businesses or professions, Web RSVP allows you to:

- Coordinate participation in meetings or events quickly and easily
- Better gauge meeting attendance
- Obtain printed lists of attendees—including e-mail addresses—for additional follow-up

Communicate Faster and More Effectively With Verizon Conferencing

For more information on how you can streamline the planning and coordination of meetings for your organization, please contact your Verizon Business account manager or call a conferencing specialist at one of the following numbers:

- | | | | |
|-------------|------------------|-------------|-----------------|
| • U.S. | 1-800-480-3600 | • Japan | +81-3-5539-5100 |
| • Europe | +44-20-7950-9950 | • Australia | 1-800-505-500 |
| • Hong Kong | +852-2802-5888 | • Singapore | +65-6883-9144 |

You can also visit us online at www.e-meetings.verizonbusiness.com, where you'll find a host of meeting-related resources. You can also register to receive our free online newsletter, *Meeting Matters*.

features

- Instant access and 24x7 availability
- Participant Lists and Surveys
- Pin Code for *Attended* Audio Conferences
- Enhanced user experience with online web tools

benefits

- Easy, reliable, and secure
- Helps improve employee productivity
- Accurate participant information
- Improved conference planning

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www.verizonbusiness.com
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Verizon Business's
products suite.